

Educational Policy Committee (EPC)

February 1<sup>st</sup>, 2016

Present: Provost Cindy Speaker, Professors Niamh O'Leary, and Susan Wansor, Student Rep. Chris Castro, Special Guest Jaclyn Schnurr

Call to Order: 1:45 pm

1. Approval of December 8<sup>th</sup> minutes: approved with minor changes
  - a. Approval of January 25<sup>th</sup> minutes: approved
2. Discussion of Faculty Assessment Workshop
  - a. Meet with departments/faculty to go over assessment; aiming for a good number of individuals in attendance.
  - b. Need to distinguish between the difference of the assessment plan vs the assessment report
    - i. Maybe have the plan and report guidelines similar in view, need to make it clear (maybe take the plan out of the report). Keep plan as a separate document and make it cleaner.
  - c. Promote more communication of faculty by department
    - i. Some may be too small to hold department meetings
  - d. Submitted plans are a mixture in terms of quality; focus on fleshing out the assessment plans
  - e. Discussion of how plans/reports should not include conferences involved, the need of faculty, the need of more materials/instruments and should focus on student learning and outcomes.
    - i. The report should be based on the plan
    - ii. Assessment plans and reports should continue to be sent to EPC
  - f. Assessment Plan: faculty should look at what plans they have in place
    - i. Majors have many goals but should involve writing and technical competency, as it applies to the major.
  - g. Assessment Report Guidelines: should have no roman numerals and condensed to one page
    - i. Arrange so it is in a decent flow
  - h. Discussed breaking faculty up by groups.
    - i. 4 groups: measurable outcomes, data collection, data reporting, revising your plan.
    - ii. Will group faculty as best as possible for ~30 min.

Meeting End Time: 2:44 pm